

ADMINISTRATIVE CIRCULAR NO. 127
Office of the Deputy Superintendent

SAN DIEGO CITY SCHOOLS

Date: June 19, 2006

To: Division and Department Heads, Assistant Superintendents, Principals, Child Development Center Administrators and Managers and Supervisors of Classified Personnel

Subject: SUMMER PROFESSIONAL DEVELOPMENT CONFERENCE

Department and/or Persons Concerned: Site Administrators and Managers and Supervisors of Classified Personnel

Due Date: June 28, 2006

Reference: None

Action Requested: Complete and return the attached Registration Form by the due date indicated above.

Brief Explanation:

The Summer School Professional Development Conference is scheduled for July 5-14, 2006, at the Marina Village Conference Center, 1936 Quivera Way, San Diego. The conference will provide principals the opportunity to complete selected training requirements prior to the start of the regular school year and to attend voluntary sessions, and gain knowledge and information to enhance the daily operation and leadership of school sites.

Please review the sessions carefully to coordinate your attendance at mandatory sessions with voluntary sessions you wish to attend. The attached documents will assist you in planning your professional development schedule:

- 1) **Conference Overview** (a list of all sessions, including dates/times, target audience, notice of mandatory attendance, titles, presenters, and content description). *Please read this carefully to determine which session(s), if any, are mandatory for you.*
- 2) **Conference Schedule** (chart of sessions offered each day)
- 3) **Registration Form** (2 pages)
- 4) **Map** of the Conference Center facility

Submit registrations via school mail by June 28, 2006 to the Eugene Brucker Education Center, Room 2140, or fax to 619-692-3504. Conference questions should be directed to Lucy del Valle

at 619-725-7142 or ldelvall@sandi.net. Questions regarding previous conference attendance should be directed to Marty Stultz at 619-725-7116 or mstultz@sandi.net.

Mariam L. True
Executive Director
Teacher Preparation and Student Support Division

APPROVED:

A handwritten signature in black ink, appearing to read "Geno Flores". The signature is written in a cursive style with a large initial "G".

Geno Flores
Deputy Superintendent

MLT:ldv

Attachments

Distribution: Lists A, B, C, D, E, and F

SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW
JULY 5-7, 2006
JULY 10-14, 2006

MANDATORY SESSIONS

Session Title/Description/Presenters:	Target Audience	Session Numbers/Dates/Times
<p>1. <u>SAFE SCHOOLS/NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) TRAINING</u></p> <p>Per Section 5 of the District Emergency Operations Plan, site administrators are required to attend the annual “Safe Schools” training conducted by School Police. This Federally mandated training will assist site administrators in training their Command Teams.</p> <p><i>Rueben Littlejohn, Sergeant, School Police</i></p>	<p>Site Administrators who did not attend in May 2006</p>	<p>(1.1) July 5, 2-3:30 p.m. (1.2) July 11, 2-3:30 p.m. (1.3) July 12, 2-3:30 p.m. (1.4) July 14, 2-3:30 p.m.</p>
<p>2. <u>UPDATE ON SPECIAL EDUCATION: IDEA 2004’s IMPACT ON SCHOOL SITES</u></p> <p>This session will provide an update on new procedures and regulations related to the reauthorization of IDEA 2004, as well as new district procedures, monthly compliance and Encore reports.</p> <p><i>Sheila Weinberg, Program Manager, Special Education</i></p>	<p>Site Administrators</p>	<p>(2.1) July 6, 2-3 p.m. (2.2) July 7, 2-3 p.m. (2.3) July 10, 2-3 p.m. (2.4) July 11, 2-3 p.m.</p>
<p>3. <u>TITLE 8, CALIFORNIA CODE OF REGULATIONS, SECTION 5194 HAZARD COMMUNICATION</u></p> <p>Employers are required to inform employees of any hazardous materials with which they may work, or to which they may be exposed. The code section requires employers to provide training to employees on the hazard communication standard.</p> <p><i>Glenn Boogren, Safety Program Supervisor, Risk Management</i></p>	<p>Site Administrators</p>	<p>(3.1) July 10, 3-4 p.m. (3.2) July 11, 3-4 p.m. (3.3) July 14, 2-3 p.m.</p>
<p>4. <u>SECTION 504 OF THE REHABILITATION ACT OF 1973 – ADMINISTRATOR RESPONSIBILITIES</u></p> <p>Administrators play key roles in the implementation of this civil rights statute. Learn what 504 is, what your responsibilities are, and hints for avoiding complaints.</p> <p><i>Sally Tucker, District 504 Coordinator/District Counselor</i></p>	<p>Mandatory for Site Administrators who have not attended this session within the past two years.</p>	<p>(4.1) July 5, 2-3 p.m. (4.2) July 6, 2-3 p.m. (4.3) July 7, 2-3 p.m.</p>

NOTE: MANDATORY SESSIONS ARE SHOWN IN BOLD CAPS.

SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW
JULY 5-7, 2006
JULY 10-14, 2006

OPERATIONS SESSIONS

Session Title/Description/Presenters:	Target Audience	Session Numbers/Dates/Times
<p>5. <u>Maintenance Planning and Your Site</u></p> <p>Maintenance Planning has begun a proactive approach to the maintenance of school district sites. This session will provide information on the goals of this plan and what steps are being taken toward managing the project information and work at your site. Information will be provided regarding the various resources and services that Maintenance Planning provides and what the future has in store.</p> <p><i>Tom Wright, Maintenance Planning Supervisor</i></p>	Site Administrators	(5.1) July 5, 2-3 p.m. (5.2) July 10, 2-3 p.m. (5.3) July 14, 3-4 p.m.
<p>6. <u>What Do You Do When an Employee is Hurt at Work?</u></p> <p>A brief synopsis of the Worker's Compensation system along with a summary of employee benefits will be discussed. The district's new Medical Provider Network (MNP) will be explained.</p> <p><i>Kassia Kossyta, Director, Insurance & Risk Services</i></p>	Site Administrators	(6.1) July 5, 3-4 p.m. (6.2) July 6, 3-4 p.m. (6.3) July 7, 3-4 p.m.
<p>7. <u>Summer School Debrief</u></p> <p>This session will give principals an opportunity to debrief the 2006 Summer School Program and provide input for 2007 Summer School Program. Please register for your grade level.</p> <p><i>Mariam True, Executive Director, Teacher Preparation and Student Support</i></p>	Principals	High School Principals (7.1) July 6, 3-4 p.m. Middle Level Principals (7.2) July 10, 3-4 p.m. Elementary School Principals (7.3) July 14, 3:30-4:30 p.m.
<p>8. <u>Progressive Discipline and Evaluation of Classified Employees</u></p> <p>The step-by-step process for documenting, evaluating, and recommending discipline for classified employees will be presented. A question and answer period will be included.</p> <p><i>Donis Armenta, Classified Personnel Director, Human Resource Services Division</i></p>	Site Administrators, principals, managers, and supervisors of classified personnel	(8.1) July 7, 2-4 p.m.

NOTE: MANDATORY SESSIONS ARE SHOWN IN BOLD CAPS.

SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW
JULY 5-7, 2006
JULY 10-14, 2006

OPERATIONS SESSIONS

Session Title/Description/Presenters:	Target Audience	Session Numbers/Dates/Times
<p>9. <u>Implementation of New Office and Classroom Supplies Contract with Office Depot</u></p> <p>The session will include issues critical to the implementation of the new contract. A recommendation will be made to the Board of Education to award the next office and classroom supplies contract to Office Depot starting July 1, 2006. Current contract with Office Max expires September 14, 2006.</p> <p><i>Art Hanby, Director, Business Support Services</i></p>	<p>Site Administrators</p>	<p>(9.1) July 12, 2-4 p.m. (9.2) July 13, 2-4 p.m. (9.3) July 14, 2-4 p.m.</p>

NOTE: MANDATORY SESSIONS ARE SHOWN IN BOLD CAPS.

SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW
JULY 5-7, 2006
JULY 10-14, 2006

INSTRUCTION AND CURRICULUM SESSIONS

Session Title/Description/Presenters:	Target Audience	Session Numbers/Dates/Times
<p>10. <u>Update on Expository Units of Inquiry</u></p> <p>This session will provide an update on the Expository Units of Inquiry. Principals will receive unit descriptors and outcomes, and grade level rubrics. Principals will have the opportunity to discuss/plan site support and implementation.</p> <p><i>Kimberly Moore, Program Manager, Elementary Literacy</i></p>	Principals	(10.1) July 12, 2-4 p.m.
<p>11. <u>Enhance Your Professional Development PowerPoint Slideshows</u></p> <p>Learn how to add sound to movies, hyperlink to a web page, add on action button, set up a slide show to repeat automatically, set the order of effects and insert a chart from Microsoft Excel, and publish as a web page. Register online at http://edtech.sandi.net/admincamp.</p> <p><i>Mary Lange and Cheryl Steinemen, Resource Teachers, Ed Tech</i></p>	Site Administrators	(11.1) July 12, 8-3 p.m.
<p>12. <u>Video to Support Your Professional Development</u></p> <p>Lights, camera, ACTION! Want to put some wow into your professional development? Learn how to use DV camcorders and editing software to make powerful and engaging videos that your audience will remember. Learn the process for making good videos. Register online at http://edtech.sandi.net/admincamp.</p> <p><i>Mary Lange and Denis Cowick, Resource Teachers, Ed Tech</i></p>	Site Administrators	(12.1) July 13, 8-3 p.m.

NOTE: MANDATORY SESSIONS ARE SHOWN IN BOLD CAPS.

**Professional Development Conference Schedule
July 5, 2006**

	Coral	Marine	D8
9:00			
9:30			
10:00			
10:30			
11:00			
11:30			
12:00			
12:30			
1:00			
1:30			
2:00	1.1 SAFE SCHOOLS/ NIMS*	4.1 SECTION 504*	5.1 Maintenance Planning and Your Site
2:30			
3:00		6.1 What Do You Do When an Employee is Hurt at Work?	
3:30			
4:00			

***Mandatory sessions shown in bold.** (See *Conference Overview*, Attachment 1, for details.)

**Professional Development Conference Schedule
July 6, 2006**

	Coral	Marine
9:00		
9:30		
10:00		
10:30		
11:00		
11:30		
12:00		
12:30		
1:00		
1:30		
2:00	2.1 UPDATE ON SPECIAL EDUCATION IDEA*	4.2 SECTION 504*
2:30		
3:00	7.1 Summer School Debrief (High Schools)	6.2 What Do You Do When an Employee is Hurt at Work?
3:30		
4:00		

***Mandatory sessions shown in bold. (See Conference Overview, Attachment 1, for details.)**

**Professional Development Conference Schedule
July 7, 2006**

	Coral	Marine	D8
9:00			
9:30			
10:00			
10:30			
11:00			
11:30			
12:00			
12:30			
1:00			
1:30			
2:00	2.2 UPDATE ON SPECIAL EDUCATION IDEA*	4.3 SECTION 504*	8.1 Progressive Discipline and Evaluation of Classified Employees
2:30			
3:00		6.3 What Do You Do When an Employee is Hurt at Work?	
3:30			
4:00			

***Mandatory sessions shown in bold.** (See *Conference Overview*, Attachment 1, for details.)

**Professional Development Conference Schedule
July 10, 2006**

	Marine	D8
9:00		
9:30		
10:00		
10:30		
11:00		
11:30		
12:00		
12:30		
1:00		
1:30		
2:00		
2:30		
3:00	3.1 HAZARD COMMUNI- CATION	7.2 Summer School Debrief (Middle Level)
3:30		
4:00		

***Mandatory sessions shown in bold.** (See *Conference Overview*, Attachment 1, for details.)

**Professional Development Conference Schedule
July 11, 2006**

	Marine	D8
9:00		
9:30		
10:00		
10:30		
11:00		
11:30		
12:00		
12:30		
1:00		
1:30		
2:00		
2:30		
3:00	3.2 HAZARD COMMUNICATION	
3:30		
4:00		

***Mandatory sessions shown in bold.** (See *Conference Overview*, Attachment 1, for details.)

**Professional Development Conference Schedule
July 12, 2006**

	Ed Tech Montgomery Middle School	E5	D8	Marine
8:00	11.1 Enhance Your Professional Development PowerPoint Slideshows			
8:30				
9:00				
9:30				
10:00				
10:30				
11:00				
11:30				
12:00				
12:30				
1:00				
1:30				
2:00				
2:30				
3:00				
3:30				
4:00				

***Mandatory sessions shown in bold.** (See *Conference Overview*, Attachment 1, for details.)

**Professional Development Conference Schedule
July 13, 2006**

	Ed Tech Montgomery Middle School	E5	
8:00	12.1 Video to Support Your Professional Development		
8:30			
9:00			
9:30			
10:00			
10:30			
11:00			
11:30			
12:00			
12:30			
1:00			
1:30			
2:00			9.2 Office Depot Contract
2:30			
3:00			
3:30			
4:00			

***Mandatory sessions shown in bold.** (See *Conference Overview*, Attachment 1, for details.)

**Professional Development Conference Schedule
July 14, 2006**

	Marine	D8	E5
9:00			
9:30			
10:00			
10:30			
11:00			
11:30			
12:00			
12:30			
1:00			
1:30			
2:00	1.4 SAFE SCHOOLS/ NIMS*	3.3 HAZARD COMMUNI- CATION	9.3 Office Depot Contract
2:30			
3:00		5.3 Maintenance Planning and Your Site	
3:30	7.3 Summer School Debrief (Elementary Schools)		
4:00			
4:30			

***Mandatory sessions shown in bold.** (See *Conference Overview*, Attachment 1, for details.)

SAN DIEGO CITY SCHOOLS
PROFESSIONAL DEVELOPMENT CONFERENCE

July 5 – 14, 2006
Marina Village Conference Center

REGISTRATION FORM
Registration Deadline: June 28, 2006

Please select the session(s) of your choice. **Mail to: Education Center, Room 2140 or Fax to 619-692-3504.**

Name: (Print): _____ Phone: () _____ Fax: () _____

Location: _____ E-Mail: _____

Mandatory Sessions:

√	Date	#	Title	Time	Room
	July 5	1.1	Safe Schools/National Incident Management System (NIMS) Training <i>(mandatory for all site administrators who did not attend in May 2006)</i>	2 – 3:30 p.m.	Coral
	July 11	1.2	Safe Schools/National Incident Management System (NIMS) Training <i>(mandatory for all site administrators who did not attend in May 2006)</i>	2 – 3:30 p.m.	Marine
	July 12	1.3	Safe Schools/National Incident Management System (NIMS) Training <i>(mandatory for all site administrators who did not attend in May 2006)</i>	2 – 3:30 p.m.	D8
	July 14	1.4	Safe Schools/National Incident Management System (NIMS) Training <i>(mandatory for all site administrators who did not attend in May 2006)</i>	2 – 3:30 p.m.	Marine
	July 6	2.1	Update on Special Education: IDEA 2004's Impact on School Sites <i>(mandatory for all site administrators)</i>	2 – 3 p.m.	Coral
	July 7	2.2	Update on Special Education: IDEA 2004's Impact on School Sites <i>(mandatory for all site administrators)</i>	2 – 3 p.m.	Coral
	July 10	2.3	Update on Special Education: IDEA 2004's Impact on School Sites <i>(mandatory for all site administrators)</i>	2 – 3 p.m.	Marine
	July 11	2.4	Update on Special Education: IDEA 2004's Impact on School Sites <i>(mandatory for all site administrators)</i>	2 – 3 p.m.	D8
	July 10	3.1	Title 8 California Code of Regulations, Section 5194 Hazard Communication <i>(mandatory for all site administrators)</i>	3 – 4 p.m.	Marine
	July 11	3.2	Title 8 California Code of Regulations, Section 5194 Hazard Communication <i>(mandatory for all site administrators)</i>	3 – 4 p.m.	D8
	July 14	3.3	Title 8 California Code of Regulations, Section 5194 Hazard Communication <i>(mandatory for all site administrators)</i>	2 – 3 p.m.	D8
	July 5	4.1	Section 504 of the Rehabilitation Act of 1973 – Administrator Responsibilities <i>(mandatory for all site administrators who have not attended in the past 2 years)</i>	2 – 3 p.m.	Marine
	July 6	4.2	Section 504 of the Rehabilitation Act of 1973 – Administrator Responsibilities <i>(mandatory for all site administrators who have not attended in the past 2 years)</i>	2 – 3 p.m.	Marine
	July 7	4.3	Section 504 of the Rehabilitation Act of 1973 – Administrator Responsibilities <i>(mandatory for all site administrators who have not attended in the past 2 years)</i>	2 – 3 p.m.	Marine

Registration Form continued on next page or reverse.

Note: Mandatory sessions shown in bold print.

Name: _____ Location: _____

Voluntary Sessions: Operations

√	Date	#	Title	Time	Room
	July 5	5.1	Maintenance Planning and Your Site	2 – 3 p.m.	D8
	July 10	5.2	Maintenance Planning and Your Site	2 – 3 p.m.	D8
	July 14	5.3	Maintenance Planning and Your Site	3 – 4 p.m.	D8
	July 5	6.1	What Do You Do When an Employee is Hurt at Work?	3 – 4 p.m.	Marine
	July 6	6.2	What Do You Do When an Employee is Hurt at Work?	3 – 4 p.m.	Marine
	July 7	6.3	What Do You Do When an Employee is Hurt at Work?	3 – 4 p.m.	Marine
	July 6	7.1	Summer School Debrief (High School)	3 – 4 p.m.	Coral
	July 10	7.2	Summer School Debrief (Middle School)	3 – 4 p.m.	D8
	July 14	7.3	Summer School Debrief (Elementary School)	3:30 – 4:30 p.m.	Marine
	July 7	8.1	Progressive Discipline and Evaluation of Classified Employees	2 – 4 p.m.	D8
	July 12	9.1	Office Depot Contract	2 – 4 p.m.	Marine
	July 13	9.2	Office Depot Contract	2 – 4 p.m.	E5
	July 14	9.3	Office Depot Contract	2 – 4 p.m.	E5

Voluntary Sessions: Instruction and Curriculum

	July 12	10.1	Update on Expository Units of Inquiry	2 – 4 p.m.	E5
	July 12	11.1	Enhance Your Professional Development PowerPoint Slideshows (register online at: http://edtech.sandi.net/admincamp)	8 – 3 p.m.	Ed Tech Montgomery
	July 13	12.1	Video to Support Your Professional Development (register online at: http://edtech.sandi.net/admincamp)	8 – 3 p.m.	Ed Tech Montgomery

Registration Form continued on next page or reverse.

Note: Mandatory sessions shown in bold print.

Marina Village Conference Center

